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**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION****INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 6/5/84		Law Department 132 State Judicial Bldg. 40 Capitol Square Atlanta, GA 30334	Application Number 77-505-A	
Application Number			Date Received JUN 7 1984	Date Completed AUG 6 1984
2. Person to Contact		Working Title	Telephone Number	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-505A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1974 Current		5. Records Series Title (followed by title used in office; if different) Civil Litigation Case Files (Agency Common Schedule)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Civil divisions of the Law Department are responsible for furnishing legal services to assigned State Departments, Agencies, Boards, and Commissions and the officers, employees and members thereof. The Divisions represent the State and its officers and employees in civil litigation in all Federal and State courts and before administrative tribunals.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Representing the State and its officers and employees in all Federal and State courts and before administrative tribunals.  Included are: Copies of pleadings, notifications, transcripts, correspondence filed in court, correspondence forwarded or received in connection with cases litigated in the courts or administrative tribunals.  ARCHIVES GOVERNMENT SERVICES DIVISION  AUG 2 1984  RECEIVED File is arranged: Chronologically or alphabetically by name of plaintiff.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 30; Seven to twelve months old 25; Thirteen to twenty-four months old 25; twenty-five months and older 25?				
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 200 boxes				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Essential documents are filed in appropriate court.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 7 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Experience has shown that case files should be retained for 7 years in the event a case is reopened or papers are needed in a similar case. \*

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other When closed by appropriate court or tribunal then,

- ☒ Hold in the current files area 3 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 years and 9 months; then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\*Percentage of cases reopened ranges considerably among the six Divisions responsible for civil litigation cases. Percentage range is estimated to be 1% for three Divisions to 20% for two Divisions.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/5/84	<i>[Signature]</i>	6-5-84
77-S05A		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>[Signature]</i>	7-20-84
		Secretary of State/Designee	Date
		<i>[Signature]</i>	8/6/84
		Attorney General/Designee	Date
		<i>[Signature]</i>	8/1/84



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5/17/83	1. Agency Address Law Department 132 State Judicial Bldg. 40 Capitol Square Atlanta, GA 30334	Application Number <b>77-505-A</b>	
Application Number 77-505		Date Received JUN 10 1983	Date Completed JUN 29 1983
2. Person to Contact DONNA L. STRICKLAND		Working Title Records Management Officer	
		Telephone Number 656-3347	
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. <u>77-505</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1974      Current		5. Records Series Title (followed by title used in office, if different) (Agency Common Schedule) Civil Litigation Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Divisions 1, 2, 5, 7, 8, 9, 10 are responsible for furnishing legal services to assigned State Departments, Agencies, Boards, and Commissions and the officers, employees and members thereof. The Divisions represent the State and its officers and employees in civil litigation in all Federal and State courts and before administrative tribunals.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Representing the State and its officers and employees in all Federal and State courts and before administrative tribunals.  Included are: Copies of pleadings, notifications, transcripts, correspondence filed in court, correspondence forwarded or received in connection with cases litigated in the courts or administrative tribunals.  File is arranged: Chronologically or alphabetically by name of plaintiff.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>30</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>25</u> ; twenty-five months and older <u>25</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>200 boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Essential documents are filed in appropriate court.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>7</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Experience has shown that case files should be retained for 7 years in the event a case is reopened or papers are needed in a similar case.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

\* ☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

\*after case closed by appropriate court

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>5-23-83</u>	<i>[Signature]</i> DONNA L. STRICKLAND	<u>5/17/83</u>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<u>6/24/83</u>
		Secretary of State/Designee	<u>6/26/83</u>
		Attorney General/Designee	<u>6-27-83</u>

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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	December 8, 1977	Law Department 108 Judicial Building Atlanta, Georgia 30334	Application Number	77-505
Application Number			Date Received	Date Completed
77-1			DEC 20 1977	JAN 9 1978
2. Person to Contact		Working Title	Telephone Number	
ROBERT H. SHELL		RECORDS MANAGEMENT OFFICER	656-3328	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 12 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)		
Earliest	Latest			
1974	1977	INACTIVE CIVIL LITIGATION CASE FILES		
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?		
DIV. I AND DIV. II		Representation of the State in civil litigation in all Federal and State courts and before administrative tribunals.		
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: representing the State in civil litigation in all Federal and State courts and before administrative tribunals.				
Included are: Documents consisting of copies of pleadings, notifications, transcripts, correspondence filed in court, correspondence forwarded or received in connection with cases litigated in the courts or administration tribunals.				
File is arranged: Chronologically				
8. Monthly Reference Rate How often are records referred to which are:				
One to six months old 30; Seven to twelve months old 25; Thirteen to twenty-four months old 25; twenty-five months and older 25?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers ; Legal-size drawers 150 boxes; Shelves ; Other (specify)				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
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	X	f. Is the information contained in this series ever published? If yes, attach copy.
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X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Essential documents are filed in appropriate court.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 7 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Experience has shown that case files should be retained for seven years in event a case is reopened or papers are needed in a similar case.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When case is closed, place folder in inactive file; cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 6 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>Michael J. Bowers</i> MICHAEL J. BOWERS	Date 12-16-77	Records Management Officer (Signature) <i>Robert H. Shell</i> ROBERT H. SHELL	Date 12-19-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	1-9-78
Secretary of State/Designee		<i>Carroll Hunt</i>	Jan. 5, 1978
Attorney General/Designee		<i>[Signature]</i>	1-9-78